

*Idaho Division of Professional-Technical Education*  
Nomination Guidelines for  
**Program-of-the-Year**  
**2006**

A first- and second-place award will be selected in each of the following categories:

**1. POSTSECONDARY PROGRAM OF STUDY AND TRAINING AWARD**

To recognize a postsecondary professional-technical education program that exemplifies the highest standards of excellence for occupational preparation. The program must demonstrate a capacity to prepare graduates to perform successfully in the occupational field, be of exemplary quality, have a proven record of success, and have been operating for at least three years.

**2. POSTSECONDARY SHORT-TERM TRAINING PROGRAM**

To recognize a professional-technical education program that exemplifies high standards of excellence in short-term training, retraining and/or economic development for adults. The program must include industry-specific upgrade training, retraining, entry/reentry, small business management, or customized training. The program must demonstrate a capacity to provide individuals with skills necessary to enter, re-enter, or remain in the labor force or enter an educational program to prepare for the labor force; be responsive to rapidly changing needs of business and industry; be of exemplary quality and have a proven record of success.

**3. POSTSECONDARY PROGRAM OF SERVICE AWARD**

To recognize an exemplary postsecondary program that provides support services to students and clients. The program must demonstrate a capacity to recruit and prepare students for entry into postsecondary programs and/or employment, be of exemplary quality, have a proven record of success, and have been operational for at least three years.

**4. SECONDARY PROGRAM OF STUDY AND TRAINING AWARD**

To recognize a secondary professional technical program that exemplifies the highest standards of excellence in preparing students for careers and/or postsecondary training. The program must demonstrate a capacity to prepare graduates to pursue further training or employment, be of exemplary quality, have a proven record of success, and have been operational for at least three years.

## **5. SECONDARY PROGRAM OF SERVICE**

To recognize an exemplary secondary program that provides support services to students and/or dropouts. The program must provide career and personal counseling with an emphasis on encouraging students to complete high school and make a smooth transition to postsecondary training and/or employment, be of exemplary quality, have a proven record of success, and have been operational for at least three years.

To qualify for an award, the program must:

1. Have an active and functioning local advisory committee;
2. Be accessible to all individuals regardless of race, sex, age, culture, handicap, religion, or ethnic origin;
3. Be endorsed by the State Division of Professional-Technical Education Program Manager;

AND for Postsecondary and Secondary Programs of Study and Training, the program must:

4. Be an active Tech-Prep Program, as defined by a signed written agreement between the secondary and postsecondary institutions AND enrollment of Tech-Prep students in the program; and
5. Include student leadership organization activities as an integral part of the program.

<b>DEADLINE: April 15, 2006</b>
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Send nominations to:

Kristi Enger, Chair  
Program-of-the-Year Selection Committee  
State Division of Professional-Technical Education  
650 West State Street, P.O. Box 83720  
Boise, ID 83720-0095